SVRS Election Checklist III: Election Night and Post-Election Activities
2014 Spring Primary
February 18, 2014

This Checklist includes the following sections:
- ✓ Election Night Tasks
- ✓ County sends G.A.B. school district contest information
- ✓ Post-Election Activities

SVRS Manual chapters, which provide step-by-step instructions, are referenced for each task.

Please complete the tasks as outlined. Contact the G.A.B Help Desk
at 608-261-2028 or gabhelpdesk@wi.gov with any questions.

Steps 1-5 are performed after the polls close on Election Night

Tasks To Complete	Explanation
☐ Step 1: Post number of outstanding absentee ballots and number of provisional ballots cast on Election Day	The municipal clerk must post these numbers at his or her office and on the Internet.
☐ Step 2: Record information from the Provisional Ballot Reporting Form (GAB-123r), even when no provisional ballots are issued	Record each provisional ballot (or that no provisional ballots were issued) using the Provisional Ballot Tracking System located on the CRM ElectionData website: http://electiondata.gab.wi.gov *SVRS Manual: Provisional Tracking System*
☐ Step 3: Count ballots, tabulate votes, record on tally sheets and complete forms	See Post-Election Checklist, Page 104 in the Election Day Manual for more information *Election Day Manual*
☐ Step 4: Send election materials to County Clerk	Municipalities send one original copy of each poll list, one original Tally Sheet and copy of Inspectors' Statements to the County Clerk by 4:00 p.m. the day after the election. See Post-Election Checklist, Page 104 in the Election Day Manual
☐ Step 5: For school district elections, send election materials to the School District Clerk	Municipalities send one certified copy of each poll list, one original Tally Sheet and copy of Inspectors' Statements to the School District Clerk by 4:00 p.m. the day after the election. See Post-Election Checklist, Page 104 in the Election Day Manual

Step 6 is performed by Counties by 5:00 p.m. on Wednesday, February 26

Tasks To Complete	Explanation
☐ Step 6: Send the G.A.B. all School District and Multi-Jurisdictional Judge (MJJ) candidates who advanced from the Spring Primary	The G.A.B. must enter all school district and MJJ contests and candidates prior to the state checking Milestone #3. By submitting candidate names to the G.A.B. Help Desk in a timely manner, it helps ensure an efficient progression of election setup tasks in SVRS.

Steps 7 - 14 are performed by Self-Providers and Providers, to be completed by March 20, 2014 (30 days after the Election)

Tasks To Complete	Explanation
☐ Step 7: Enter and Process late registrations in SVRS	Choose App Source of "Late Registration." *SVRS Manual: Post Election Activities*
☐ Step 8: Enter and process Election Day Registrations in SVRS	Choose App Source as "Election Day Registration." This will automatically record voting history upon processing the application. *SVRS Manual: Post Election Activities* *(Incomplete and problematic EDRs, see pages 5-7)*
☐ Step 9: Self-providers who use SVRS for absentee perform post-election absentee tasks	Record late-arriving absentee ballots as returned. Cancel all absentee ballots not returned after the deadline of Friday, February 21 at 4:00 p.m. *SVRS Manual: Absentee Ballots, page 39*
☐ Step 10: Record Voter Participation	*SVRS Manual: Post Election Activities, pages 8-11*
SVRS has three reports useful for reconciling the poll book with SVRS voter participation: Vote Count by Voting Method, Voter Participation Report and Voter Participation-All Voters. If your results do not match, please follow the directions provided in the Post Election Activities Chapter, pages 12-22.	
☐ Step 11: Review Poll Book	Update voter records with any Proof of Residence (POR) provided by the voter and/or any typographical corrections on the poll book. *SVRS Manual: Voter, pages 9, 16*

Tasks To Complete	Explanation
☐ Step 12: **Only municipalities in Dunn and Waupaca Counties** must enter the GAB-190NF Form(s) into WEDCS	Because Dunn and Waupaca Counties have Circuit Court contests on the ballot, the GAB-190NF is required for these jurisdictions. It is not required of any other jurisdiction. The GAB-190NF is the *Election Voting and Registration Statistics Report for Non-Federal Elections* Form. It must be electronically entered in WEDCS. *SVRS Manual: WEDCS*
Hard copy of the GAB-190NF Form: http://gab.wi.gov/forms/gab-190-non-federal *Help Guide to Completing the GAB-190 questions:* http://gab.wi.gov/manuals/gab190*	
☐ Step 13: Municipalities check Milestones 6-9 to close the Election	*SVRS Manual: Post Election Activities, page 26*
☐ Step 14: Counties check Milestones 4-9 to close the Election	Once all municipalities within the county have closed the Election, counties should proceed with closing the election at the county-level.

SVRS MANUAL LINK: http://gab.wi.gov/clerks/education-training/svrs-manual
Provisional Tracking System, Post Election Activities, Absentee Ballots, Voter and WEDCS chapters are referenced in this Checklist.

ELECTION DAY MANUAL LINK: http://gab.wi.gov/clerk/education-training/election-day-manual
Post-Election Checklist, page 104

LOOKING AHEAD: 2014 SPRING ELECTION (APRIL 1, 2014)
2014 Spring Election Checklist II – Completing Milestones
- This will be posted immediately following the State checking Milestone #3 for the Spring Election.
- A combined SVRS Checklist I for *both* the Spring Primary and Spring Election was posted in December under Clerk Communications, located here: http://gab.wi.gov/node/3032 .